



MANAGEMENT AND ADMINISTRATION
Sample North Dakota Career Cluster Plan of Study
www.nd.gov/cte • www.careerclusters.org

Name _____
 School _____
 Date _____



SAMPLE OCCUPATIONS RELATING TO THIS CAREER CLUSTER	
Pathway	Occupations
ADMINISTRATIVE SERVICES	Executive Assistant • Administrative Assistant • Office Manager • Project Coordinator • Customer Service Representative
BUSINESS INFORMATION TECHNOLOGY	Project Manager • Business Analyst • Process Manager • Functional Specialist • Process Architect
CORPORATE/GENERAL MANAGEMENT	Supervisor • Store Manager • District Manager • Director • Entrepreneur
HUMAN RESOURCES MANAGEMENT	Human Resource Manager • Compensation Analyst • Labor Relations Specialist • Training Manager • Recruiter
OPERATIONS MANAGEMENT	Purchasing Manager • Master Scheduler • Procurement Analyst • Quality Manager • Supply Chain Manager

SUGGESTED COURSE OF HIGH SCHOOL STUDY						
It is suggested that students consider appropriate dual credit, articulation, or advanced placement opportunities for postsecondary credit.						
English (four units required to graduate)	Math (two units required to graduate)	Science (two units required to graduate)	Social Studies (three units required to graduate)	Physical Education (one unit required to graduate)	North Dakota Career Education and Other Elective Classes (one unit required to graduate)	Additional Suggested Learning Opportunities
<input type="checkbox"/> English I <input type="checkbox"/> English II <input type="checkbox"/> English III <input type="checkbox"/> English IV	<input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra II	<input type="checkbox"/> Physical Science <input type="checkbox"/> Biology	<input type="checkbox"/> World History <input type="checkbox"/> U.S. History <input type="checkbox"/> Government <input type="checkbox"/> Economics	<input type="checkbox"/> Physical Education <input type="checkbox"/> Health	<input type="checkbox"/> Introduction to Business <input type="checkbox"/> Consumer Education <input type="checkbox"/> Accounting <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet Applications <input type="checkbox"/> Database Applications <input type="checkbox"/> Electronic Presentations <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Web Design <input type="checkbox"/> Business Technology Procedures <input type="checkbox"/> Business Law <input type="checkbox"/> Business Communications <input type="checkbox"/> Business Math	School-Based: <input type="checkbox"/> FBLA <input type="checkbox"/> DECA <input type="checkbox"/> Career Research <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Internship <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Service Learning Project Community-Based: <input type="checkbox"/> Mentorship <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-time Employment

SAMPLE NORTH DAKOTA POSTSECONDARY PROGRAMS RELATED TO THIS CAREER CLUSTER			
Pathway	Associate Degree or Less	Bachelors Degree	Masters Degree or More
ADMINISTRATIVE SERVICES	<input type="checkbox"/> Administrative Assistant (general/legal/medical) <input type="checkbox"/> Computerized Office Management <input type="checkbox"/> Information Processing Technician <input type="checkbox"/> Office Supervision & Management <input type="checkbox"/> Reception Services	<input type="checkbox"/> Office Supervision & Management	
BUSINESS INFORMATION TECHNOLOGY	<input type="checkbox"/> Management Information Systems	<input type="checkbox"/> Management Information Systems	
CORPORATE/GENERAL MANAGEMENT	<input type="checkbox"/> Business Administration & Management <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> International Business <input type="checkbox"/> Marketing Management	<input type="checkbox"/> Business Administration & Management <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Facility Management <input type="checkbox"/> Marketing Management <input type="checkbox"/> International Business	<input type="checkbox"/> Business Administration & Management <input type="checkbox"/> Marketing Management
HUMAN RESOURCES MANAGEMENT	<input type="checkbox"/> Human Resources Development/Mgmt.	<input type="checkbox"/> Human Resources Development/Mgmt.	
OPERATIONS MANAGEMENT	<input type="checkbox"/> Business & Administration Management	<input type="checkbox"/> Business & Administration Management <input type="checkbox"/> Facility Management	<input type="checkbox"/> Business Administration & Management